COLYAR CONSULTING GROUP, INC.

Child Nutrition Information and Payment System (CNIPS)

Compliance – Administrative Review (Web)
User Manual

Kentucky Department of Education

Division of School and Community Nutrition

DRAFT

For Sponsor Users

Version 1.0 10/4/2013

Note: This user manual is in draft form but the essential information is valid and correct. The manual shall be updated as additional modules become available. Sponsors shall be notified by email once updates to the manual are made.

TABLE OF CONTENTS

TABLE OF FIGURES

Introduction

Welcome to the CNIPS user manual for the web-based Administrative Review sub-module. This sub-module is used to administer compliance reviews for the School Nutrition Programs (SNP). The Administrative Review sub-module is web-based and accessible via the SNP Compliance module. The purpose of this sub-module is to provide the ability for State staff to manage the review process, complete USDA-defined review forms, and respond to Sponsor-submitted Corrective Action Documents. The sub-module also provides the ability for Sponsors to complete the Off-site portion of the USDA-defined review forms, as well as submit their Corrective Action Documents (CADs).

Web Site Benefits and Features

CNIPS is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.

- A single integrated database which serves all child nutrition programs.

- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized sponsor users that manage and conduct Administrative Reviews for the School Nutrition Programs (SNP). It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.

- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

Finding Help

In addition to this user manual several other sources of help are available on the Administrative Review process.

CNIPS Internal Assistance

Look for the icons next to selected off-site questions that provide further information on the questions, as taken from the USDA gudiance.

SCN Website

Access the SCN Administrative Review website to find the latest information, including frequently asked questions (FAQ) documents and other helpful documents.

Program Contact

Contact the Lead Reviewer, as shown on the Administrative Review dashboard, with any questions you may have or if you require assistance.

Getting Started

Before you can begin using CNIPS, you must be assigned a user ID and password that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the CNIPS web site.

Accessing the Web Site

You can access CNIPS from any computer connected to the Internet by opening your Internet browser

and entering the URL in the browser's address line:

https://cnips.education.ky.gov/CNIPS/Splash.aspx

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.
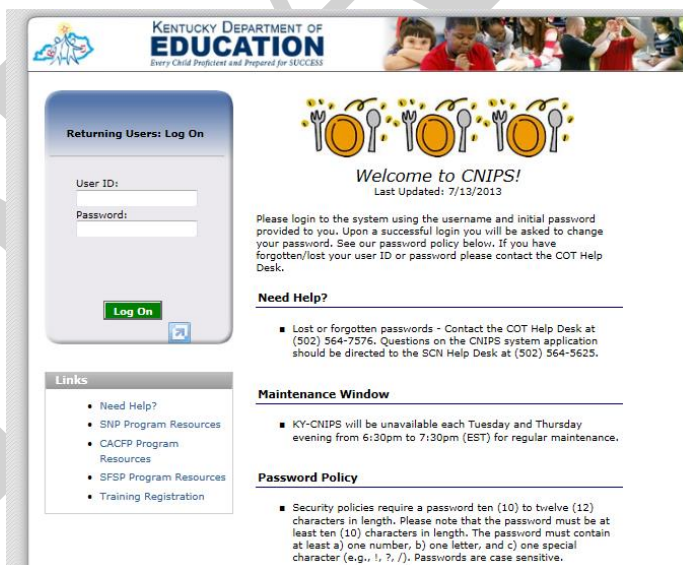

Figure 1: CNIPS Home Page

About the CNIPS Home Page

The CNIPS Home Page consists of three major sections:

- Bulletin Board.

- Log on.

- Links.

The bulletin board is managed by the SA and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password.

The links section provides access to websites and additional information:

- Selecting the **Need Help?** link will transfer the user to a webpage where the user can send a support request or request a User ID and password.

- Selecting the **SNP Program Resources** link will transfer the user to a webpage that provides additional information on the National School Lunch Program.

- Selecting the **CACFP Program Resources** link will transfer the user to a webpage that provides additional information on the Child and Adult Care Food Program.

- Selecting the **SFSP Program Resources** link will transfer the user to a webpage that provides additional information on the Summer Food Service Program.

- Selecting the **Training Registration** link will open the Training Registration module, enabling Sponsors to review and register for courses offered by SCN.

Logging On

To log on

1. Access CNIPS by typing the URL into the address line of your web browser.

2. Enter your assigned **User ID**.

3. Enter your **Password**.

4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the SCN Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.

2. Re-enter your new password for confirmation.

3. Select **Save** to continue to the CNIPS Programs page.

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at <u>least</u> ten (10) characters in length.

The password must contain at least one number, one letter, and one special character (e.g., !,?, /). Passwords are case sensitive.

CNIPS Content Overview

Once you are logged in, the top portion of the CNIPS application contains key elements that provide basic information about your location within the system.
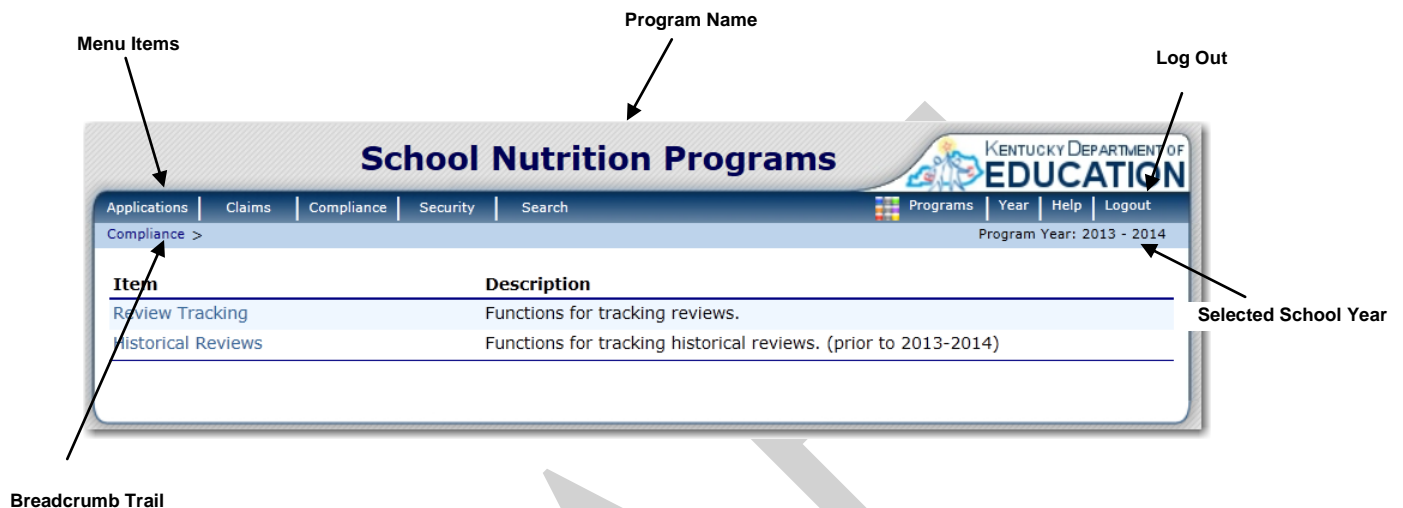

Figure 2: CNIPS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular item, you do not have the necessary security rights. Contact the SCN Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

CNIPS Programs Page

Once you successfully log on, the CNIPS Programs page is displayed. Actual access to specific modules is based on the user's security rights.
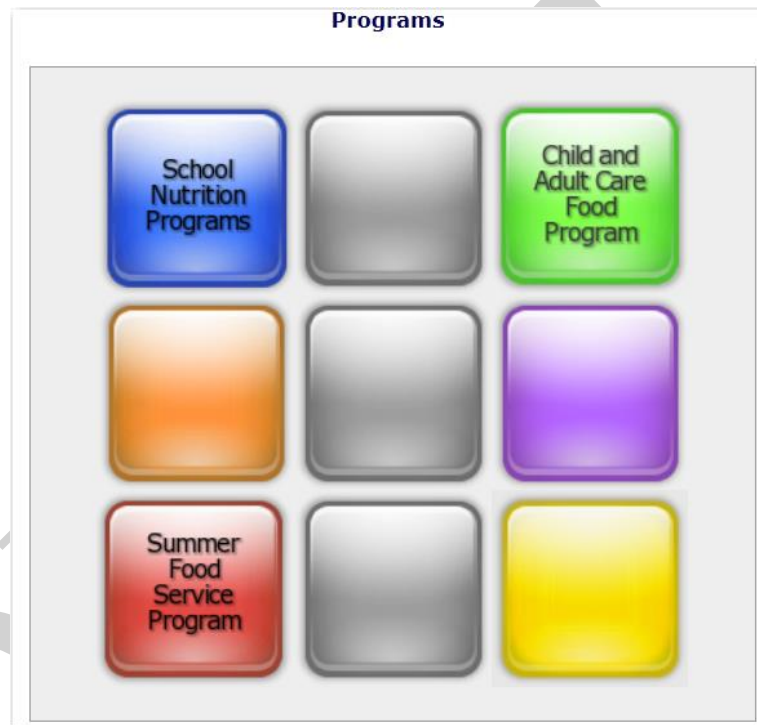

Figure 3: CNIPS Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Summer Food Service Program	Access to the Summer Food Service Program home page

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors <u>must be corrected</u> before you can proceed. The system will <u>not</u> save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Review Contact:

☐ Superintendent/Sponsoring Official

☐ Child Nutrition Director

Name: Salutation: Ms. First: Jill M: Last: Scott

Email Address:
Email Address Required

Phone: Ext: Fax:
Phone Required

Title:
Title Required

Figure 4: Example of an Input Error

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, CNIPS will perform business rule edit checks <u>after</u> all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will

not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits <u>do not</u> prohibit the system from saving the data entered on the screen.

Code	Error Description
8200	Facility Information - Food Preparation Type is required.
8205	Facility Information - Facility Name is required.

Food Production Facility Information

1.   Food Preparation Type: ⬚▾
2.   Facility Name: ⬚

Figure 5: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 6: Example of a Warning Error

Note: State administrators maintain the business rule error messages. If you think an error message is incorrect or unclear, please contact the SCN Help Desk.

Selecting a Program Year

Information for Sponsors and sites is displayed based on the selected program year. Upon logging on to the system, the "active" program year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the program year.

Note: The system defaults to the current program year. You will only need to perform this step if you need to view a prior year. A Sponsor will be unable to select a new year if they have not been granted the security right. Contact the SCN Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

   Note: The selected year is indicated by **<Selected.**

3. Use the menu bar to return to your task in the program.

   TIP: The ability to view and/or modify a school year is controlled by the SA's system administrator. It is important to note that a school year may be set as "view only" to the Sponsors.

Year Select

Select Year	
2013 - 2014	**< Selected**
2012 - 2013	
2011 - 2012	
2010 - 2011	
2009 - 2010	

Figure 7: Year Select screen

Compliance – Review Tracking

This section of the manual provides information on how to navigate to and use the features associated with Administrative Reviews, including Corrective Action Documents (CADs). Through the web-based SNP Compliance sub-module, authorized users can:

- View review schedules.

- Enter and maintain Sponsor contact information related to the review.

- Complete select off-site review forms.

- Submit CADs to the State for review.

- View commendation and technical assistance information.

- View notes from the State.

- Attachment documents within the system.

Compliance Menu

From within the SNP module, authorized users can access the Compliance sub-module.

To access the School Nutrition Program Compliance Menu

1. Log on to the CNIPS web site.

2. On the Programs screen, select **School Nutrition Programs**.

Note: If a user only has access to the School Nutrition Programs module, the Programs screen is not displayed.

3. The School Nutrition Programs home page displays.

4. On the blue menu bar, select **Compliance.** The Compliance menu screen displays.

Figure 8: SNP Compliance Menu

Item	Description
Review Tracking	Functions for tracking reviews.
Historical Reviews	Functions for tracking historical reviews. (prior to 2013-2014)

Figure 9: Review Tracking

Under the Compliance module, the Review Tracking menu item provides access to all SNP-related reviews maintained within CNIPS. Selecting the Review Tracking menu item will display the selected Sponsors list of SNP Reviews.

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	115	2013 - 2014	Administrative	Gallagher, Cathy	9/09/2013		3	Open

< Back

Figure 10: SNP Reviews List screen

Note: If the SA has performed SNP reviews prior to 2013-14, the reviews are also listed on the SNP Review List screen but are not accessible. The user can access these reviews via the Historical Reviews menu item on the SNP Compliance menu.

From this screen you can open an existing review to view or modify. Once a new review has been set up in the system, the user is transferred to the Review Dashboard for a summary of the review and a launching point to all available review-specific functions.

Note: When a new review is saved, the system will automatically assign it a Review ID. This is a unique identifier for the review that can be used to cross-reference follow-up reviews with original reviews on the Review Tracking screen.

Review Dashboard

The Review Dashboard serves as the launching point for all information pertaining to the review, including updating review contact information, completing off-site review forms, completing Corrective Action Documents (CADs) and Team Reviews, and viewing Commendations, Technical Assistance and

Notes.

The Review Progress bar at the top of the dashboard enables you to view the stage of the review at-a-glance. Each stage must be completed sequentially in order to progress through the review process.
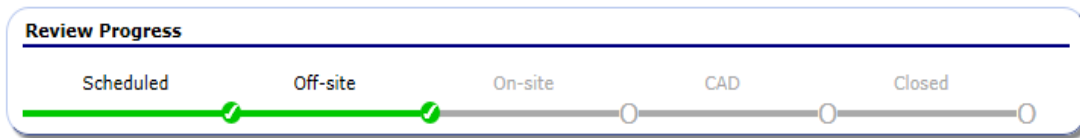

Figure 11: Review Dashboard – Review Progress screen

To access the Review Dashboard

1. On the blue menu bar, select **Compliance.** The Compliance menu screen displays.
2. Select **Review Tracking** from the Compliance menu. The SNP Reviews list screen displays.
3. Select the **Details** link for the desired review. The Review Dashboard screen is displayed.

Figure 12: SNP Reviews – Review Dashboard screen

Note: Menu items and links on the Review Dashboard are driven by Security Rights and are maintained by SCN.

Sponsor Contact Information

The Sponsor Information screen contains general contact information, including the Superintendent/Sponsoring Official and Child Nutrition Director from the SNP Sponsor Application. The Review Contact will be entered by the user.

To view or modify Sponsor Contact Information

4. Select **Review Tracking** from the Compliance menu**.**

5. Select **Details** for the desired review. The Review Dashboard displays.

6. Select **View** or **Modify** next to Sponsor Contact Information. The Sponsor Contact Information screen displays.

7. Check the "Included in all email and mailing distributions?" checkbox to include the officials in automatic emails when access to Off-site forms and CADs are available.

8. Identify that the Review Contact is the same as the existing official identified on the application, by checking the respective box, or enter the Review Contact information.

9. Select **Save.**

SFA Contact Information

Review ID: 95

Note: If the information is not correct, request that the SNP Application is updated and re-submitted.

Director of Schools/Superintendent/Official

Name: Salutation   First   M   Last
Email Address:
Phone: Ext: Fax:
Title:

☐ Included in all email and mailing distributions?

School Nutrition Supervisor

Name: Salutation   First   M   Last
Email Address:
Phone: Ext: Fax:
Title:

☐ Included in all email and mailing distributions?

Review Contact:

☐ Director of Schools/Superintendent/Official

☐ School Nutrition Supervisor

Name: Salutation   First   M   Last
Email Address:
Phone: Ext: Fax:
Title:

Save   Cancel

Figure 13: Sponsor Information screen

Note: Sponsor contact **i**nformation displays from the SNP Sponsor Application. If the information is not correct, the SNP Application must be updated and re-submitted.

Notes to Sponsor

The Notes to Sponsor section will contain key information that the Sponsor should be made aware of. Sponsors should always review this section to review any important communications from SCN.

To view Notes to Sponsor

1. Select **Notes to Sponsor** from the Compliance menu**.**
2. Select **View**. Any notes by SCN to the Sponsor displays.
3. The user may search by "All Notes" or "Created by".

Off-site Review Forms

The Off-site Assessment portion of the Administrative Review enables the Sponsor and State Agency to collaboratively complete USDA-designated review information prior to going on-site. Sponsor users may be asked to complete some forms in the Off-site Review Forms component. However, the State determines which Off-site forms are available and date range when the forms are modifiable. At this time, SCN has determined that the following forms are to be completed by the Sponsor:

Section	Form Types
Off-site Assessment	100 – Certification and Benefit Issuance 300 – Meal Counting and Claiming 800 – Civil Rights 900 – SFA On Site Monitoring 1000 – Local School Wellness Policy 1600 - School Breakfast and Summer Food Service Program Outreach

The Off-site review forms contain additional features that are displayed via icons on the form screens. Refer to the following table for a description of these icons

Icon	Function
(T)	**Technical Assistance**: Enables State agency users or consultants the ability to track technical assistance provided to the Sponsor. When technical assistance has been provided, the icon will display with yellow shading.
(!)	**Error**: Indicates that a question is in is error. The error process is initiated once a user selects the Validate button at the bottom of the form page.. The form will remain in an error status until all required questions have been answered.
(?)	**Tool Tip**: Hovering over the icon will briefly display additional information that may aid in answering the review question. The user can also click the icon to display the information in a popup.
📎	**Attachment**: Select this icon beside the corresponding question to upload a file as an attachment.

To access the Review Forms

1. Select **Review Tracking** from the Compliance menu**.**
2. Select the **Details** link for the desired review. The Review Dashboard displays.
3. Select **Detail** next to the Review Forms option. The Review Forms screen displays.

> **Note:** The system groups the forms by type. You can expand or collapse the forms by form group by selecting the ⊞ or ⊟ icons for easier viewing.

	Action	Form	Status
⊟		Off-site Assessment (10)	
⊟		SFA Forms (7)	
	View	100 - Certification and Benefit Issuance	Completed
	View	300 - Meal Counting and Claiming	Completed
	View	700 - Resource Management	Completed
	View	800 - Civil Rights	Completed
	View	900 - SFA On Site Monitoring	Completed
	View	1000 - Local School Wellness Policy	Error
	View	1600 - School Breakfast and SFSP Outreach	Completed
⊟		Sites (3)	
	Detail	Paris Middle School	
	Detail	Paris Middle/High School	
	Detail	Paris Preschool Center	

Figure 14: Review Forms screen (View-only access)

To complete the Off-site Assessment forms

1. Select **Review Tracking** from the Compliance menu**.**

2. Select the **Details** link for the desired review. The Review Dashboard displays.

3. Select **Detail** next to the Review Forms option. The Review Forms screen displays.

4. Select **Modify** for the desired review form.

5. Complete all review questions.

   o If additional information from the USDA Guidiance is available, select to view the tool tip.

   o If an attachment is necessary to supplement the question, select to upload an attachment.

> **Note:** Any comments left by the State for your review will display at the top of the form in the black "Comments to Sponsor" box. Be sure to review any comments that display.
>
>
> Comments to Sponsor

Figure 15: Off-site Assessment Form – 1000 – Local School Wellness Policy (partial)

6. Select **Validate** to save the form and check for errors.

7. If the form contains errors (e.g., a required question was not answered), an error message displays and the form was saved with an Error status.
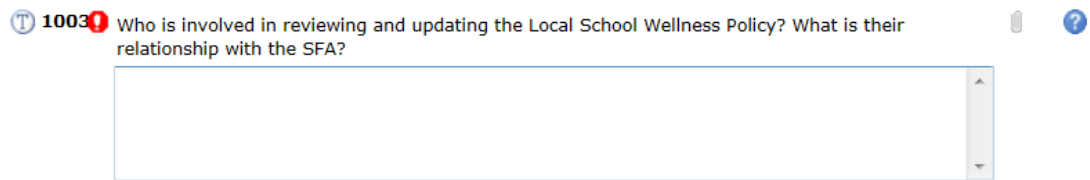

Figure 16: Validation Confirmation – Errors screen

8. Select **<Edit** to return to the form. Questions with errors display with a red indicator ( ) beside the question number.
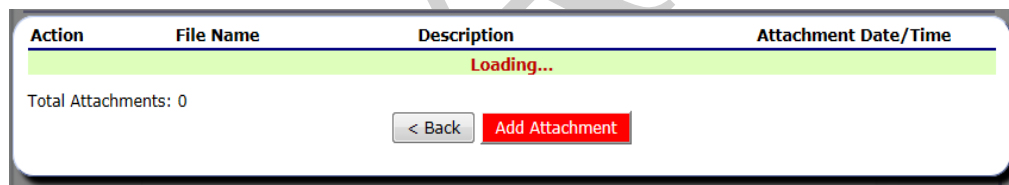

Figure 17: 1000 – Local School Wellness Policy – Question with Errors screen (partial)

9. Correct any errors and select Validate. Once the form has been saved without errors, the status changes to "Pending Review."

To add an attachment

1. Select **Review Tracking** from the Compliance menu**.**

2. Select the **Details** link for the desired review. The Review Dashboard displays.

3. Select **Detail** next to the Review Forms option. The Review Forms screen displays.

4. Select **Modify** for the desired review form.

5. For the desired question, click the icon.

Figure 18: Attachment

6. Select **Add Attachment.**

7. Enter any comments prior to selecting your file.

8. Select **Browse…** and navigate to the file you wish to upload. The system will upload your file. Repeat steps 6-8 for multiple attachments.

Final Steps

SCN will establish a deadline on when the off-site review shall be completed. After that time the off-site review will be unavailable for modification unless an extension is granted by the Lead Reviewer.

Final Submission Checklist

☐ Verify all off-site forms have a status of "Pending Review".

☐ Scan through your answers for each off-site form to verify completeness and accuracy.

☐ Verify that attachments have been uploaded for all required documentation.

☐ (*Optional*) Send an email to the Lead Reviewer noting that you have completed your off-site review.

Off-Site Corrective Response (As Required)

After that time the program consultant shall review the responses to the off-site questions. The program consultant will evaluate the response against established policies and regulations. At their discretion the program consultant can request an off-site corrective response. The program consultant will notify the Sponsor of any necessary off-site corrective responses. Any responses that require an off-site corrective response will be done under the Technical Notes section (as described below).

To complete the Off-site Corrective Response

1. Log into CNIPS.

2. On the blue menu bar, select **Compliance.** The Compliance menu screen displays.

3. Select **Review Tracking** from the Compliance menu. The SNP Reviews list screen displays.

4. Select the desired review and click **Details**.

5. Under Technical Assistance click **Modify**.

6. Provide a response to all question items noting a required response.

7. Click **Save.**

Sponsor Technical Assistance

Action	Area	Question	Date	Comments
View | Modify	200 - Verification	200 - Obtain a copy of the SFA's most recently submitted FNS 742 (Verification Summary Report)	10/01/2013	Provided instruction on...
View | Modify	300 - Meal Counting and Claiming	301 - How does the SFA's point of service system identify a student's eligibility? Include all types of distinct counting methods (e.g., check-off list for grades 1-3, tickets for grades 4-8).	10/02/2013	SPONSOR, please provide a corrected response with the current date, your name, i...

Figure 19: Attachment